

KEY?
Green =
sific staff
engineering firm
facility management
agency/owner

*MOA = Memorandum of Agreement
**GSE = General Services Enterprise, the state government group responsible for state infrastructure needs

SIFIC staff market the program to facility management staff and a list of potential projects is identified.

SIFIC staff present the potential project(s) to the agency decision makers; and an *MOA is signed to initiate the project(s);

GSE' Design & Construction Team is notified of the MOA if the agency is under GSE's purview:

State Senator and Representative's offices for the district in which the building(s) are located are notified.

A comprehensive engineering analysis of the facility is completed by SIFIC's pre-approved engineering firm, depending on the complexity of the facility and potential project(s). This analysis addresses the facility-generated list of projects and any additional projects identified by the engineers, and SIFIC provides a short-term, interest-free loan to pay the cost of the study.

The completed engineering analysis is reviewed by SIFIC's in-house engineering staff for accuracy and appropriateness to the facility.

The final, approved analysis is presented to facility and agency management staff to determine the final list of projects, based on cost-effectiveness and appropriateness to the facility. There is no "cap" on the dollar amount that may be financed so long as the individual improvements are "cost-effective" and the aggregate simple payback of all improvements doesn't exceed 12 years.

SIFIC's contracted engineering firm prepares design/bid specifications for the projects, and the bids are advertised/let. The cost for the design/bid specification work is included in SIFIC's short-term, interest-free loan, ensuring that the agency incurs no up-front costs to complete the project(s).

SIFIC staff file Legislative Fiscal Bureau Notification paperwork for projects that exceed \$50,000, and work with SIFIC's financial and legal consultants to arrange the lease-purchase financing package.

Bids for the project(s) are received.

Lease-purchase financing is completed.

After the lease is closed, all study loans, fees for SIFIC and SIFIC's consultants are paid.

Construction begins and is monitored while in progress by SIFIC staff.

After construction is complete and energy cost savings begin to accrue, the agency will start to make lease payments to repay implementation costs; lease payments must start within eighteen (18) months of lease closing.

Once the lease is retired, the energy-cost savings are available to the state for other priorities; interest-free loan is repaid with the proceeds of the lease.